

Appendix C

Instructions for TRADOC Form 350-18-2-R-E

C-1. TRADOC Form 350-18-2-R-E, TASS unit Pre-execution Checklist (PEC), is a pre-enrollment requirement for all TASS courses/institutions except OCS, CAX, ILE, and the resident sergeant major (SGM) course. The PEC or automated PEC will be used to verify routine prerequisites such as line scores, PULHES, and prerequisite training. The unit commander can further certify the completion of prerequisite testing/evaluation, for example, a typing test. Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the PEC will suffice as certification that the Soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 and the ATRRS prerequisite screen.

C-2. The unit commander will ensure all Soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers reporting for training must have in their possession a completed and properly signed TRADOC Form 350-18-2-R-E, PEC, or automated PEC with electronic signature. The purpose of the PEC is to assist the unit in preparing Soldiers for school attendance (Part I), while providing one single document, with appropriate attachments, for the training institutions (Parts II and III). This checklist will be verified and signed by the unit commander or the commander's designated signature authority (must be in writing and accompany the PEC). Soldiers reporting for training without a completed PEC, signed by the Soldier and unit commander will be given 72 hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, Soldiers will be returned to their units. Students requiring medical waivers will arrive with the approved waiver in-hand. Medical waivers for training will be processed through the unit chain of command and by the proponent for final approval, prior to the student's arrival for training. Commander, AR-HRC will ensure IMA/IRR students are eligible to attend the identified course.

C-3. Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4 or at <https://perscomnd04.army.mil/MOSMARTBK.nsf/>) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

C-4. Instructions for completing TRADOC Form 350-18-2-R-E.

Items 1 through 6, self explanatory.

Part I Unit Pre-execution

First line leader and Soldier initial blocks: First line leader and Soldier attending training must initial each line item no earlier than 90 days from course report date.

Unit POC List: Unit must complete all information.

Part II Routine Prerequisites

Minimum Aptitude Score (Armed Services Vocational Aptitude Battery (ASVAB)): Enter only those line scores required for MOS-T (reclassification) courses IAW DA Pam 611-21 (or current published requirements) in each column (regulatory data and Soldier data).

- As stated in DA Pam 611-21, line scores are for initial MOS training (IET/OSUT) and are a guide for Soldiers reclassifying. The RC unit commander may base his decision for a Soldier attending reclassification training on performance or experience. Commanders must request justification for training to the proponent school and receive concurrence before the Soldier attends the course. The request and concurrence may be submitted either electronically or in writing. Training institutions will not routinely coordinate for line score waivers; however, they may receive proponent school concurrence, only if the TASS commander determines that time allows.

Meets color vision requirements: Enter only for MOS-T (reclassification) courses if the course requires a color vision requirement IAW DA Pam 611-21 in the regulation data column and Soldier's color vision as per SF 8808 or applicable color vision testing in the Soldier data column. If color vision testing was used, a copy must accompany the PEC (including wire test).

Physical demand rating/profile: Enter PULHES data per DA Pam 611-21 (or current published requirements at (<https://perscomnd04.army.mil/MOSMARTBK.nsf/>)) for all courses/phases. If the Soldier has a P2 profile, the DA Form 3349 must accompany the PEC. If a Soldier has a P3 or P4 profile, MMRB and/or DA Form 3349 must accompany the PEC (IAW para 3-22c). DA Form 3349 must include Army doctor approved alternative aerobic event for the APFT.

Prerequisite phase/course attendance: Enter school code, date of completion, name of the course/phase completed from DA Form 1059 for previous required training only if applicable.

Military and civilian vehicle operator licenses: Enter Soldier's current military and civilian vehicle operator licenses when applicable for the course/phase attending IAW ATRRS SH screen. Enter expiration date for military license. Enter license number, state, and expiration date for civilian license. Licenses must be valid through course/phase end date. Soldier must have all licenses in their possession during course/phase attendance.

Part III Required Documents (must accompany Soldier to training if not listed in TAPDB for automated PEC)

Security Clearance: Enter yes, if required, for course; and attach copy of the Joint Personnel Adjudication System (JPAS) Person Summary Screen reflecting current security clearance eligibility and appropriate access level.

Permanent Profile: Attach copy of complete MMRB or DA Form 3349, if applicable.

All required waivers: List each required waiver and attach as applicable.

Other requirements: List each requirement, not previously listed above, required by the ATRRS SH screen and attach a copy of the document, if applicable (for example a copy of UMR to verify Soldier slotted in position requiring training for course/phase).

Other requirements of DA Pam 611-21: List each requirement of DA Pam 611-21 not previously listed and attach a copy of the document, if applicable.

Soldier attending training must sign and date.

Type commanding officer's name and date.

Commander or designated signature authority signs. **Note: If designated signature authority signs, attach a copy of the written designation memo.**
